

FREDERICK COUNTY ETHICS COMMISSION

c/o Office of the County Attorney
Winchester Hall, 12 East Church Street
Frederick, Maryland 21701
(301) 600-2913
(301) 600-1161 (Fax)

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

I. The Ethics Ordinance

Section 1-7.1-4(C) of the Frederick County Ethics Ordinance provides that Frederick County officials and employees shall not be employed by a business entity that has or is negotiating a contract of \$1,000 or more with the County or is regulated by their agency, except as exempted by the Ethics Commission. Section 1-7.1-4(D) provides that County officials and employees shall not hold any outside employment relationship that would impair their impartiality or independence of judgment.

The Ethics Commission has the authority under Section 1-7.1-7 to grant exemptions from these conflict-of-interest provisions if it determines that application of the provisions would constitute an unreasonable invasion of privacy, significantly reduce the availability of qualified persons for public service, or not be required to preserve the purposes of the Ethics Ordinance.

If you are a County official or employee and you are also self-employed or have another job that brings you within the scope of Section 1-7.1-4(C) or (D) and you wish to receive approval from the Ethics Commission for the outside employment, please complete this form and forward it to the above address. If you prefer, you may scan the completed form and email it, along with any attachments, to fcec@FrederickCountyMD.gov. You may also use this form if you are considering accepting a second job and want to obtain approval from the Ethics Commission in advance of taking the job.

II. Information regarding your position with the County

- A. Your name: _____
- B. Title or position: _____
- C. Name of the Division/Department/Office in which you are employed:

- D. Your work telephone number: _____

- E. Provide a brief description of your County position: (If you wish, you may attach a copy of your position description instead.)

If more space is needed, check here _____ and attach a separate page.

Is a position description attached? Yes _____ No _____

- F. Name of your immediate supervisor: _____

- G. If you are a supervisor, please provide the following information:

1. Identify the positions that you directly supervise:

If more space is needed, check here _____ and attach a separate page.

2. Are any of the employees you supervise also supervisors?

Yes _____ No _____

If the answer to this question is yes, identify the positions that you indirectly supervise through those employees:

If more space is needed, check here _____ and attach a separate page.

III. Information regarding your outside employment

Note: If you have more than one outside job, you should submit a separate form for each employer.

A. Name of employer: _____

B. Business address: _____

C. Describe the nature of the business: _____

D. Describe your job duties:

E. To your knowledge, does this company do business with the Frederick County Government?

Yes _____ No _____

F. To your knowledge, does this company have a contract involving \$1,000 or more with the County or is the company negotiating a contract involving \$1,000 or more with the County?

Yes _____ No _____

If the answer is yes, describe the services provided (or to be provided) under the contract:

If more space is needed, check here _____ and attach a separate page.

G. Is the company regulated by your Division/Department/Agency?

Yes _____ No _____

If the answer is yes, describe the nature of the regulation provided:

IV. Additional information

If you have any additional information that you would like the Ethics Commission to consider, please provide that information below or attach a separate page:

Check here if you are attaching a separate page: _____

Signature

Date

April 2010